



KANSAS

D. KEITH MEYERS, DIRECTOR

DEPARTMENT OF ADMINISTRATION
DIVISION OF FACILITIES MANAGEMENT

KATHLEEN SEBELIUS, GOVERNOR
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MEMORANDUM

TO: Potential State of Kansas Contractor
FROM: Joe Fritton P.E., Deputy Director
DATE: January 23, 2004
SUBJECT: Contractor Pre-qualification

In our efforts to improve the quality of building construction in the State of Kansas, the Division of Facilities Management is implementing a process to pre-qualify contractors. A taskforce was assembled with members from the AGC, AIA, KCE, and various state agencies along with representatives from Division of Facilities Management. The taskforce has established a procedure that combines an existing procedure with some improvements to form a new requirement for contractors interested in providing construction services for the State of Kansas. Companies wishing to bid as a prime contractor will need to follow the requirements. This includes, but is not limited to, general, mechanical, electrical and plumbing contractors as well as fire alarm contractors, security contractors, roofers, pavement and landscape contractors.

This process is our way of defining "the responsible bidder" per statute K.S.A. 75-3740. The process will be completed in two parts as follows: Contractor must have on file with the Division of Facilities Management, 1) A Statement of Qualifications (SOQ); 2) Evaluation forms filled out by the A/E, agency staff and DFM employees for each construction project completed.

The requirements for submission of the Statement of Qualifications are attached. Contractors must have a SOQ on file **and be designated as pre-qualified in order to bid on any project published in the Kansas Register on or after April 15, 2004. The deadline has been delayed to accommodate as many contractors as possible prior to the effective start date of the program.** Any contractor who files a SOQ and has not completed any state projects will have his SOQ evaluated and may be required to submit additional information. These contractors will be notified in writing once a determination of their status is made. If a contractor has completed work for the state and has submitted a SOQ, the evaluations completed to date will be used to calculate whether the contractor has performed in a manner to remain a qualified bidder. Contractors with evaluations on file with DFM must allow a minimum of 4 weeks for the calculation process to occur after the receipt of their SOQ. All contractors will be notified in writing of their status within 10 days after their information is analyzed and a determination is made. A complete listing of contractors who are determined to be eligible will be posted on our website at www.da.state.ks.us/fp.

We have revised the Contractor Evaluation Form for use at the end of each project. This form is available on our website at www.da.state.ks.us/fp and is attached to this memo. The effective date of this form is November 1, 2003. This form should be considered part of the project closeout and should be filled out by the agency representatives, project architects and engineers, and the Division of Facilities Management representatives at the end of each project.

The instructions for completing the evaluation form are included with the form. Completed forms can be submitted to DFM electronically through the website or they may be faxed or sent through regular mail to Division of Facilities Management at the address noted on the form.

<p style="text-align: center;">DIVISION OF FACILITIES MANAGEMENT STATEMENT OF QUALIFICATIONS: EXPLANATION</p>

The Statement of Qualification form is part of a process to pre-qualify contractors to bid on State of Kansas construction projects as authorized by K.S.A. 75-37,104. This entire process is to define a "responsible bidder" per K.S.A. 75-3740. This process will be completed in two parts as follows: Contractor must have on file with the Division of Facilities Management, 1.) A completed Statement of Qualifications; 2.) Evaluation forms filled out by the A/E, agency staff and DFM employees for each construction project completed

Contractors must be pre-qualified in order to bid on project **published in the Kansas Register on or after April 15, 2004**. Guidelines for using these two forms are noted below and will also be posted and updated on the DFM website www.da.state.ks.us/fp. Any contractor who files a SOQ and has not completed any state projects will have his SOQ evaluated and may be required to submit additional information. These contractors will be notified in writing once a determination of their status is made. If a contractor has completed work for the state and has submitted a SOQ, the evaluations completed to date will be used to calculate whether the contractor has performed in a manner to remain a qualified bidder. Contractors with evaluations on file with DFM must allow a minimum of 4 weeks for the calculation process to occur after the receipt of their SOQ. All contractors will be notified in writing of their status within 10 days after their information is analyzed and a determination is made. A complete listing of contractors who are determined to be eligible will be posted on our website at www.da.state.ks.us/fp.

The contractor may use either the AIA A305 Contractor's Qualification Statement (latest edition) or the AGC Document No. 221 Contractor's Statement of Qualifications (latest edition).

The AIA form can be ordered from the AIA website at www.aia.org then click on "purchase contract documents", or contact your local AIA office. Contractor is not required to provide information in the following sections:

Section 5 Financing

The AGC document can be purchased on the AGC website at www.agc.org, then click on "contract documents". The contractor is not required to provide information in the following sections:

Section 1.1	Not required to attach a brochure or promotional information
Section 4	Relevant experience will not be required since this is a general qualification and not project specific
Section 5	Safety Program information
Sections 6.3	Bonding capacity
Section 6.4	Available bonding capacity
Section 6.5	Bonding for this project
Section 7	Financing
Section 9	Conflicts of Interest
Section 10	Other information
Schedule C	Current Construction Projects

When submitting an SOQ, please include a list of three (3) references from previous construction projects.

SOQ must be resubmitted every five (5) years or when significant changes occur in the company.

The State of Kansas reserves the right to request additional information from the contractor in any form, including the exclusions noted above.

The SOQ must be on file with the Division of Facilities Management and a contractor must be designated as "Qualified" to bid any work in the state of Kansas. As noted above, processing time of the SOQ's and existing evaluations will take a significant amount time depending on how many requests are submitted. A contractor should allow a minimum of 4 to 6 weeks for the processing of their submissions.